



TEXAS EDUCATION AGENCY

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Michael Williams
Commissioner

Action Required

June 10, 2014

To the Charter School Superintendent Addressed:

Subject: Reminder to Request Access to Charter FIRST Application in TEAL

This letter is a reminder that you must have access to the online Charter Financial Integrity Rating System of Texas (FIRST) application in the Texas Education Agency Login (TEAL) to view your charter school's preliminary 2014 Charter FIRST rating (rating based on 2012–2013 fiscal year information). Preliminary 2014 Charter FIRST ratings will be released this month.

Requesting Access to the Charter FIRST Application

To request access to the Charter FIRST application, first log in to the TEAL. You can access the TEAL either by visiting the TEA home page at <http://www.tea.state.tx.us/> and clicking the **TEASE & TEAL Secure Applications** button on the right side or by going directly to the TEAL login page at <https://pryor.tea.state.tx.us/>. After you have logged in to your TEAL account, complete the following steps to request access to the Charter FIRST application:

1. Click **My Application Accounts** in the menu on the left side of the screen.
2. Click **Request New Account**.
3. Select the Charter FIRST application (CSSF [Charter School – School FIRST]), and follow the instructions.

Appealing a Charter FIRST Rating

If your charter school wants to appeal its preliminary rating, it must submit an appeal to the TEA within 30 days of the TEA's release of the rating. If we do not receive an appeal of the preliminary rating, the preliminary rating automatically becomes a final rating on the 31st day after its release. A final rating may not be appealed. See 19 Texas Administrative Code [§109.1002\(i\)](#) for more information on the appeals process.

Contact Information

If you have any questions, please contact the TEA Financial Accountability Division at (512) 463-9238 or financialaccountability@tea.state.tx.us.

Sincerely,

Belinda Dyer
Director of Financial Accountability
Office of School Finance

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